



DD/A 77-5680

25 Oct 1977

MEMORANDUM FOR : Director of Central Intelligence  
FROM : Michael J. Malanick  
Acting Deputy Director  
for Administration  
SUBJECT : First Class Travel

1. Acting Requested: None. This is in response to your question re Agency policy on first class travel, both domestic and overseas.

2. The Agency's regulations authorize heads of Independent Offices (OGC, OLC, IG, etc.) and operating officials (DDO Division Chiefs and Office Directors in other Directorates) or above to travel first class. Prior to a recent change in the regulations, Chiefs of Station were included among those officials who could travel first class because of their position.

3. Per regulations attached: Deputy Directors and Chiefs of Station/Base may authorize first class travel when it is determined: (1) that less than first-class accommodations on flights abroad do not provide adequate standards of sanitation, health, or comfort; or (2) that the mission to be performed or the physical condition of the traveler requires the use of first-class accommodations. Deputy Directors may not delegate this authority except to a single senior subordinate. Chiefs of Station/Base may not delegate and for their own travel they must request Headquarters approval.

4. Other authorized reasons for first class travel are emergencies, no space available when time is of the essence, and no less than first class available between points of authorized travel.

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Michael J. Malanick

Attachments:



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Originator: [Redacted] 25 Oct 77; se

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REPLACES FORM 36-3  
WHICH MAY BE USED.